

HRMS 2025, Köln

August 25-29, 2025

Registration process

Getting started/Creating an account

Go to: https://uni-koeln.converia.de/frontend/index.php?sub=84. Click on "Register as an attendee"



Choosing participant type

Choose "Student" if you are a Masters' or a PhD student. Otherwise, choose "Regular participant"

The voucher code is only for invited speakers.

29th Colloquium on High-Resolution Molec	ular Spectroscopy	? 🕞 Cancel Registration
Participant Re	Participant type ⑦	
Participant type: <u>no</u>	Voucher code for invited speakers only Redeem	
Please select	a p Please select at least one participant type in order to continue.	
Fields marked with * ar	 Regular participant Student 	
About Privacy policy	Start the booking process	
CONVERIA Conference Management and		
No items in cart		No offers selected yet

Basic registration

Answer the mandatory questions and choose "Select". The registration cost includes the Sunday reception, conference dinner and city tour. Answering these questions allows the organisers to manage the logistics.

Basic registration includes conference participation, coffee breaks, conference dinner, Sunday welcome reception, city tour and public transport ticket.			
Would you like to attend the Sunday Reception? *			
Yes, I want to attend the Sunday Reception			
\bigcirc No, I don $$ t want to attend the Sunday Reception			
Do you have any food preference? *			
⊖ vegan			
vegetarian			
○ no restrictions			
Would you be attending the conference dinner? *			
Yes, I will be joining the conference dinner on Wednesday			
\Box No, I will not be joining the conference dinner on Wednesday			
Will you be joining the city tour on Wednesday afternoon? *			
Yes, I will join the Cologne city tour Please email the LOC if you have any mobility restrictions			
□ No, I will not join the city tour	until 09.05.2025 350.00 EUR (i)	Select	
No items in cart		No offers selected yet	

Choose optional offers

Lunch is available at the campus restaurant MENSA at 8.50 €/day. Meat, vegetarian and vegan options are available daily. Some example lunches can be checked at:

https://koeln.my-mensa.de/chooser.php?v=14523407&hyp=1&mensa=all&lang=en#um_tage

An accompanying person can be added here, and the lunch coupons for them too.

The selected offers can be edited from "Edit" on the bottom left, and then click "Confirm selection and Continue"

Please select the number of days you will need the lunch ticket for university restaurant (Mensa)	8.50 EUR - 0 +
Printed Book of Abstracts	10.00 EUR exempt from VAT
Accompanying person Please contact the LOC if you have more than one accompanying person	
Please enter the name of your accompanying person *	110.00 EUR exempt from VAT
Lunch for accompanying person: Please select the num- ber of days the accompanying person will need the lunch ticket for the university restaurant (Mensa)	8.50 EUR incl. 19.00 % VAT - 0 +
Selected offers: 1 Edit	Total: 350.00 EUR ind. Wat

Fill in personal details and create a user account

Fill in your personal details. The fields marked with a red asterisk are mandatory.

You can add a separate invoice address if needed.

Choose a username and set a password.

Click "Save details and continue"

	Partici	oant	Regi	stra	tion
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Progress	
Login	
Log in with existing user account	
Personal data	
Contact address	
Email address *	
Form of address *	
Selection	•
Academic Title Prefix	
e.g. "Dr." or "Prof. Dr." (but not diplomas or similar)	
<u>Back</u>	Total: 350.00 EUR ind. VAT
Form of address *	
Ms.	T
Academic Title Prefix	
Dr.	

e.g.	"Dr."	or	"Prof.	Dr."	(but	not	diplomas	or	similar)	

First name *
Divita
Last name *
Gupta
Academic Title Suffix
e.g. "PhD" or "MdB" (but not "BSc.", "MSc." or similar)
University/Institution/Company (as will appear on the badge, if different from billing address)
Uni Köln
University/Institution/Company (for billing address) *
Universität zu Köln

<u>Back</u>

350.00 EUR incl. VAT

•		
Total: 350.00 EUR	Save details and continue	
incl. VAT		
Total;		
Total: 350.00 EUR	Save details and continue	
	Total: 350.00 EUR <i>incl. VAT</i>	Total: 350.00 EUR <i>incl. VAT</i>

Check booking details and edit if needed

Check the summary and edit as needed. Click "Proceed to checkout"

Participant Registration	Successfully saved
Progress	
Booking summary	
Address of participant (?)	Invoice address ⑦
Dr. Divita Gupta Universität zu Köln I. Physikalisches Institut Zülpicher Str. 77 50937 Köln Germany	Universität zu Köln l. Physikalisches Institut Dr. Divita Gupta Zülpicher Str. 77 50937 Köln Germany
Cart of Divita Gupta	Edit
Basic registration	
Would you like to attend the Sunday Reception? • Yes, I want to attend the Sunday Reception	
Back	Total: 350.00 EUR Proceed to checkout

Make payment

Select the payment method for the payable amount: PayPal or credit card and "complete booking subject to charge".

Participant Registration		
Select method of payment		
Bank transfer Please note that additional bank transfer fees may occur.		
Amount payable	350.00 EUR	
Cancellation policy		
Fees in case of cancellation: - until 05-29-2025: 50.00 EUR - from 05-30-2025: 100% of the invoice total		
elds marked with * are required.		
<u>ack</u>	Co	mplete booking subject to charge

Invoice and booking confirmation

You are now registered and can download the invoice and registration confirmation. These details are also available in the Personal conference area.

	\sim
	$\langle \checkmark \rangle$
	Thank you very much
	Your booking has been successfully completed.
Please note the following: • You will receive an em	ail with your booking confirmation. You can also download your booking documents below.
Please note the following: • You will receive an em Your documents	ail with your booking confirmation. You can also download your booking documents below. Next steps
Please note the following: • You will receive an em Your documents	ail with your booking confirmation. You can also download your booking documents below. Next steps Download invoice Back to conference website

Submitting an abstract

https://uni-koeln.co

Getting started/Log in to your account

Go to <u>https://uni-koeln.converia.de/frontend/index.php?sub=84</u> and click on "Submit an abstract" and enter your login details.



Or you can access the abstract submission in your personal conference area. You can submit multiple abstracts and access them all here.

Register as attendee	29th Colloquium on High-Resolution Molecular Spectroscopy	
Submit an abstract	C ³ – Conference Control Cente	r
User: dguptatest	Welcome to the Conference Control Center.	
Document archive	Conference registration	Abstract submission
Personal data	Existing bookings	Submit new abstract
Log out	<i>Dr. Divita Gupta</i> If you want to add further offers to your booking, please click Book another offer .	Overview
	Book other offers	Submitted contributions
	Documents	Personal data
	€ Your invoice	∠ි _ම Edit personal data
	Booking confirmation	6 Change password

Start new abstract submission

Go to "Submit new abstract"

Register as attendee	29th Colloquium on High-Resolution Molecular Spectroscopy	
Submit an abstract	Abstracts	
User: dguptatest C ³ overview Document archive	Submit new abstract	
Personal data Log out	(j) There are no abstracts.	
	Legend	
	_⊕ Submitted	
	Submission incomplete	
	C In Review	
	Accepted	
	Rejected	

Enter title and abstract topics

https://uni-koeln.converia.de/frontend/index.php?page_id=2587&papersubmissi...

Enter the title (special characters are available from the blue Ω symbol) or you can copy the required special character from <u>https://www.compart.com/en/unicode/</u> directly into the title field.

1 Basic information (2) Content (3) Authors (4) Overview (5) Confirmation

User: Test Test Test	
C ³ overview	Cubmission Cuidelines
Document archive	
Personal data	Place use this form to submit an abstract for the conference "20th Colleguium on High Resolution
Log out	Molecular Spectroscopy".
	 Enter the title (check for special characters below), choose the preferred form of presentation, and provide at least two topics for the theme of your abstract.
	2. Upload your abstract using the overleaf template: <u>https://www.overleaf.com/read/phpzhjxpvzfy#9ada46</u> . Download the source zip from the Overleaf Menu, edit the abstract and upload in formats pdf and zip . Please ensure that the compiled pdf does not have more than 1 page and the file size should not exceed 20 MB (see format requirements in the next page).
	 While you would have entered the author details in the overleaf file, please re-enter the author names and contact details, so that an online schedule can be maintained.
	4. Confirm your submission details and complete the process.
	Your submission is completed. You and all co-authors will receive a confirmation email shortly afterwards.

SPECIAL CHARACTERS: Special characters can be entered from the menu on the right of the title or you can copy the special character directly from https://www.compart.com/en/unicode/ and paste it into the title.

After choosing at least two topics, click Continue to upload the document.

Note on topic selection: Please choose at least 2 and at most 5 topics via the select boxes below.

			<i>c</i>		
Ва	ISIC	In	torn	nation	

Are you the presenting author of this abstract? * • Yes, I am the author.

High resolution spectroscopy	S
Preferred form of presentation *	
Talk	
Abstract topic	
Selection	
✓ Astrophysics	
Atmosphere/Environment	
Clusters/Complexes	
Fundamental Physics/Precision Spectroscop	y .
Large Amplitude Motion	
Laser Spectroscopy	
Linelists/Databases	
Others	
Techniques	
Theory	
Selection	

* This data is mandatory.

Edit abstract

Use the Overleaf template: <u>https://www.overleaf.com/read/phpzhjxpvzfy#9ada46</u>. Make a copy of the project from the top-left Menu and edit.

You can optionally add an image to the abstract (three different options are available in the template; choose as needed).



Upload abstract files

Upload the pdf output of the overleaf template and the complete zip folder. Please pay attention to the file limits and make sure the PDF output is no more than one page long.

PhD students should also choose if they wish to submit their abstract for Amat Mills prize.

Submit an abstract	1 Basic information 2 Content 3 Authors 4 Overview 5 Confirmation	
User: Test Test Test		
C³ overview Document archive	Submit your abstract	
Personal data Log out	Please select the file you want to upload from your computer. Upload your Abstract in one of the sup file types. Once you have selected the file, click "Save data and proceed".	pporteo
	(1) Please be patient – uploading and checking your file may take a little while depending on the speed of your internet connection. Do not close the browser window or reload the page. A message will be displayed as soon as the uploading process has been successfully complete	he ted.
	Abstract *	
	test_abstract.pdf Change	Delete
	Maximum file size: 20 MB, 1 Page, File type: pdf	
	Abstract zip *	
	test abstract.zip Change	Delete
	Maximum file size: 20 MB, 1 Page, File type: zip	
	Would you like to submit this abstract for Amat-Mills prize? Please check the eligibility criteria at:	
	https://hrms2025.astro.uni-koeln.de/circular-1 *	

Check details

Confirm the abstract title and chosen topics.

Submit an abstract	1 Basic information	2) Content ③ Authors ④ Overview ⑤ Confirmation		
User: dguptatest C ³ overview Document archive Personal data	Abstract inform	nation f your submission here and finish the submission process.		
Log out	Abstract title	High resolution spectroscopy		
	Abstract ID	4440		
	Submitted by	Divita Gupta		
	Preferred form of presentation	Talk		
	Topics	Astrophysics		
		Linelists/Databases		
	Details	La View abstract		
	Author details (Plea	ase enter the details of all co-authors)		
	Gupta, Divita ¹ Present	er //	\times	

Enter co-author details and submit

Even though you have entered all co-author details in the overleaf file, please enter the names, affiliation and email address so we can use those details for our conference planner app. You can also select the presenter here, if it is not the submitting author.

You can save the abstract and edit it later from your personal conference area or you can click "Complete and submit abstract" for the final submission step.

Details	C View abstract	Almost done!
Author details (Plea	se enter the details of all co-autho	rs)
Gupta, Divita ¹ Presente	8	$\mathbb{Z} \times \mathbb{Q}$
¹ Universität zu Köln		
Add author		
Please check: The correct spelling of the correct spectra	e data you have entered will be used in prin f all names and institutions.	ted materials. Pay attention to the
	Complete & submit abstrac	t

C ³ overview	Add author
Document archive Personal data Log out	By filling in this form, you can add another author. The email address is mandatory because all system notifications will be sent by email. When you're done, please click "Add author".
	Form of address *
	Mr. 🔹
	First name *
	Stephan
	Last name *
	Schlemmer
	University/Institution/Company (for billing address) *
	Universität zu Köln
	Email *
	Email Confirmation *

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